



Conference for Food Protection

FINANCE COMMITTEE CHAIR

POSITION DESCRIPTION

The person holding this position shall have approval from their employer and shall: be a current Conference member, be capable of applying Robert's Rules of Order, understand how the Conference functions, and know and support the current *CFP Constitution & Bylaws* and *CFP Biennial Meeting/Procedures document*.

This Position is determined by Conference Chair appointment. The term of this Position shall be from appointment until the beginning of the Board meeting following the CFP Biennial Meeting.

Minimum Prerequisites

- Approval from their employer
- Be a current Conference member
- Participation in at least one previous Conference Committee
- Time commitment

Term Limit 2 years

Responsibilities & Duties

- Works with Conference Chair in selecting a Vice Chair from the CFP roster of applicants for Board approval.
- Selects committee members with the Vice Chair from the CFP roster applicants and submits to the Board for approval.
- Notifies and provides committee members the current versions of the *CFP Biennial Meeting/Procedures* document, and Committee Member Position Descriptions.
- Reports to the Board.
- Schedules committee work and meetings, delegate assignments to the committee members and ensures committee work and charges are completed on time.
- Attends and presides over committee meetings by using technology available.
- Strives to build consensus in committee's final decisions.
- Submits a written report of the Committee's activities to the Conference Chair and Director 30 days before each Board meeting.
- Provides financial oversight that includes budgeting, financial planning, reporting, internal controls, and accountability policies.
- Budgeting and Financial Planning
 1. Develop a biennial operating budget with the staff.
 2. Approve the budget within the Finance Committee.
 3. Monitor adherence to the budget.
 4. Set long-range financial goals along with funding strategies to achieve them.
 5. Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.

6. Present all financial goals and proposals to the Board for approval.
- Shall work with the Vice Chair and Treasurer, along with an independent investment firm, to develop investment strategies to support the long-term growth of the conference.
 - Reporting
 1. Develop useful and readable report formats with staff.
 2. Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
 3. Work with staff to understand the implications of the reports.
 4. Present the financial reports to the Board.
 - Internal Controls and Accountability Policies
 1. Create, approve, and update (as necessary) policies that help ensure the assets of the Conference are protected.
 2. Ensure policies and procedures for financial transactions are documented in a manual, and that the manual is reviewed annually and updated as necessary.
 3. Ensure approved financial policies and procedures are being followed.
 - Attend Board meetings by using technology available.
 - Due to complexities that necessitate in person discussion, it will be at the Conference Chair's discretion to request the Standing Committee Chair in person attendance at a Board meeting based on the agenda, needs, and availability of travel reimbursement funds.

Revised: 10-30-24